



DEPARTMENT OF THE NAVY  
COMMANDER DESTROYER SQUADRON TWENTY-ONE  
UNIT 25072  
FPO AP 98601-4720

COMDESRON21INST 1650.1E  
N01C  
5 Apr 05

COMMANDER, DESTROYER SQUADRON TWENTY-ONE INSTRUCTION 1650.1E

Subj: DESRON TWENTY-ONE SAILOR OF THE QUARTER/YEAR (SOQ/SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10

Encl: (1) Sample (SOQ) nomination Format  
(2) Sample of Navy Achievement Medal  
(3) 1650 Personal Award Recommendation  
(4) Senior/Junior/Blue Jacket Sailor of the Quarter/Year Interview/Evaluation

1. Purpose. To provide guidelines and procedures for the Destroyer Squadron TWENTY-ONE Sailor of the Quarter/Year Program, and to officially recognize deserving personnel for outstanding performance as outlined in reference (a).

2. Cancellation. COMDESRON21INST 1650.1D

3. Maintenance. The Administrative Officer is responsible for the maintenance of this instruction, and will review it, along with the Command Master Chief, annually in November.

4. Discussion. The SOQ/SOY Program is designed to recognize our very best Sailors from all eligible pay grades. Sustained superior performance, type duty, leadership, self-improvement, command and/or community involvement and appearance are key factors for selection. Special consideration will be given to those individuals who have excelled in demanding and challenging assignments during the competitive period. While a good all-around Sailor is desired, major consideration for SOQ selection will be based on performance above and beyond that expected of an individual of his/her pay grade and assigned responsibilities. The SOQ and SOY are based on calendar year (CY).

5. Eligibility. Personnel in pay grades E-1 to E-4 are eligible for the DESRON TWENTY-ONE Blue Jacket (BJOQ/BJOY) Program. Personnel in pay grade E-5 are eligible for the DESRON TWENTY-ONE Junior (JSOQ/JSOY) program. Personnel in pay grade E-6 are eligible for the DESRON TWENTY-ONE Senior (SOQ/SOY) Program. Only the Senior SOY will be forwarded for competition at the next level.

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6. Action:

a. When submitting a recommendation for DESRON TWENTY-ONE SOQ/SOY, Commanding Officers shall consider their nominee in terms of the following attributes:

(1) Job Proficiency/Skill (professional knowledge and quality of work): Knowledge of rating and practical applications (job performance).

(2) Job Accomplishment and Initiative: Completion of task and motivation. Reliability, responsibility, dependability and degree of devotion to duty.

(3) Leadership/Management Accomplishments: Subordinate direction and counseling, work relations, equipment and material management.

(4) Education: Correspondence/college/Pace courses completed during reporting period.

(5) Command Involvement: Department/Division Training Petty Officer, Division Career Counselor, Combined Federal Campaign Key Member, Navy Relief, MWR, ESO, PFA, VITA, Ship Coach, etc.

(6) Military Performance and Achievements (qualifications obtained): ESWS qualified / Re-qualified, OOD, JOOD, EOOW, CSOW, etc.

(7) Participation in civic action projects and promoting community relations: Scout activities, Cub Scout, Sea Cadets, active PTA member, Big Brother/Sister, COMREL projects, etc.

(8) Military Bearing: Conduct/demeanor, appearance, last physical fitness score and weight standard.

(9) Other commendable achievements.

b. Commanding Officer will:

(1) Forward Blue Jacket, Junior and Senior Sailor of the Quarter nominations to COMDESRON TWENTY-ONE by close of business on the 15th of the month (or first working day thereafter) immediately following the end of each competitive cycle except the 4<sup>th</sup> quarter. The 4<sup>th</sup> quarter nominations will be due by 5

January. Competition cycles end 31 March, 30 June, 30 September and 31 December. Forward nominations and a proposed NAM/Award Recommendation on disk using enclosures (1) through (3) as the format. Deployed ships may submit nomination by email, naval message or FAX (email is the preferred method). Late nominations will not be considered.

(2) Forward Senior SOY nominations using format specified in reference (a). Forward Blue Jacket and Junior SOY nominations using enclosures (1) through (3) as the format (change "Quarter" to "Year"). Nominations are due by close of business 10 January (or the first working day thereafter). Deployed ships may submit nomination by email, naval message or FAX (email is the preferred method). Late nominations will not be considered.

(3) Ensure Command Master Chiefs or Senior Enlisted Advisors are prepared to present SOQ/SOY nomination packages at the selection boards. COMDESRON TWENTY-ONE Command Master Chief will present deployed ships nominations.

c. COMDESRON TWENTY-ONE will:

(1) Convene a SOQ/SOY selection board consisting of DESRON TWENTY-ONE Command Master Chiefs.

(2) Assign the Squadron Public Affairs Officer to coordinate media information.

#### 6. Recognition.

a. DESRON TWENTY-ONE Sailor of the Year will be recognized by presentation of the following (at a minimum):

(1) Navy Achievement Medal.

(2) An engraved COMDESRON TWENTY-ONE plaque.

b. DESRON TWENTY-ONE Sailor of the Quarter will be recognized by presentation of the following:

(1) Navy Achievement Medal.

(2) An engraved COMDESRON TWENTY-ONE plaque.

c. Deployed ships will receive awards by mail.



V. G. MERCADO

Distribution:  
DESRON TWENTY-ONE

SAMPLE NOMINATION FORMAT

1650  
Orig. Code  
Date

From: Commanding Officer, USS (SHIP)  
To: Commander, Destroyer Squadron TWENTY-ONE

Subj: (FIRST/SECOND/THIRD/FOURTH) QUARTER 20XX SENIOR/JUNIOR  
/BLUE JACKET SAILOR OF THE QUARTER NOMINATION ICO  
RATE/NAME/SSN/USN

Ref: (a) COMDESRON21INST 1650.1E

Encl: (1) Most recent performance evaluation (SOY only)

1. Per reference (a), (rate, name) is nominated as the DESRON  
TWENTY-ONE Senior/Junior/Blue Jacket Sailor of the Quarter.

a. Background information:

(1) Date enlisted in Navy. YYYY/MMM/DD

(2) Date reported aboard. YYYY/MMM/DD

(3) Advancement history (give dates):

- (a) E-1: YYYY/MMM/DD
- (b) E-2:
- (c) E-3:
- (d) E-4:
- (e) E-5:
- (f) E-6:

(4) Previous selections as Sailor of the Month/Quarter/  
Year (give date(s) and command(s)).

Ex. 4<sup>th</sup> QTR 2001, SSOQ USS UNDERWAY

(5) Physical Readiness status (past two cycles). (give:  
date, code and category only)

Ex: 2001SEP14 P/WS, Good-high  
2001FEB18 P/NS, Good-Low

(6) Military Bearing: (Comment on conduct, demeanor and  
appearance. Use the 5.0 evaluation standard.

Enclosure (1)

(7) Date of warfare qualification. (If not qualified, state percent completed during the competitive cycle, total percent completed at end of competitive cycle, and expected qualification date).

Ex: Qualified / Re-qualified 2000MAR21  
or 20% this quarter, 95% total.. EDC 2001OCT

(8) Education: List any AA or BA/S degrees held and date. List any college and/or non-rated correspondence courses and date completed during competitive cycle.

b. Performance during the competitive cycle: (opening paragraph)

(1) Specific contributions to the command (bullet format including the following)

- Qualifications and professional development during the competitive cycle.
- Job proficiency/Skill (Professional Knowledge and quality of work) during competitive cycle.
- Job accomplishment and Initiative during competitive cycle.
- Leadership/Management accomplishments during competitive cycle.
- Command involvement during competitive cycle.
- Community involvement during competitive cycle.

(2) Additional comments as desired (closing paragraph).

//s//

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(GOLD STAR IN LIEU OF THE THIRD AWARD)

BOATSWAIN'S MATE THIRD CLASS (SURFACE WARFARE) ANNA D. BATES, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT RESULTING IN HER SELECTION AS COMMANDER, DESTROYER SQUADRON TWENTY-ONE'S JUNIOR SAILOR OF THE YEAR FROM JANUARY 2004 TO DECEMBER 2004. PETTY OFFICER BATES WAS CHOSEN FROM A WIDE FIELD OF TOP NOTCH NAVY PROFESSIONALS FOR HER OUTSTANDING ATTITUDE TOWARD THE NAVAL SERVICE, EXEMPLARY CONDUCT, INITIATIVE AND PERFORMANCE OF DUTY.

PETTY OFFICER BATES' NOTEWORTHY ACCOMPLISHMENTS, INITIATIVE, PERSISTENCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

31ST DECEMBER 2004

For the  
V. G. MERCADO  
CAPTAIN, U.S. NAVY COMMANDER, DESTROYER SQUADRON TWENTY-ONE

Enclosure (2)

PERSONAL AWARD RECOMMENDATION  
FOR OFFICIAL USE ONLYENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.  
COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: COMMANDING OFFICER ADDRESS: USS CARL (DDG 61) FPO AP 61435-1000		1a. UIC / RUC 12345	2. TO (Awarding Authority): COMMANDER ADDRESS: DESTROYER SQUADRON 21 UNIT 25072, FPO AP 96601-4720		2a. UIC / RUC 0130A
3. COMMAND POC: NAME: YN1(SW/AW) WELLS EMAIL:		4. PHONE: (DSN): 867-3069 (COM):		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): NA 5a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: NA	
6. SSN 123-45-6789		7. DESIGNEC/MOS		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 23-Feb-2005	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) BATES, ANNA, D.		10. <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input checked="" type="checkbox"/> SPECIFIC ACHIEVEMENT			
11. COMPONENT USN		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) N/A			
13. PAYGRADE AND RATING E-4 BM3					
14. WARFARE QUALIFICATION BW		15. UNIT AT TIME OF ACTION/SERVICE USS CARL (DDG 61)		16. DUTY ASSIGNMENT DECK SUPERVISOR	
17. UIC/RUC 12345	18. CAMPAIGN NA Not Applicable	19a. OPERATION: NA		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NA JUL04 - SEP04 NA AUG03 - MAR04	
20. RECOMMENDED AWARD NA Navy and Marine Corps Achievement Medal					
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE			
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 3		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/MERITORIOUS PERIOD 01-Jan-2004 - 31-Dec-2004		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: NA			
27. GEOGRAPHIC AREA OF ACTION/SERVICE MU Multiple Locations		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: NA			
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE		<input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR T. B. HENDERSON CDR USN CO		30b. SIGNATURE		30c. DATE	
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(5)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
NA		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	V. G. MERCADO, CAPT, USN COMDESRON TWENTY-ONE	
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: DATE RECEIVED:					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) TO: CNO (DNS-37/N09B13) CMC (CODE MMMA) 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded. By direction					

Enclosure (3)



SENIOR / JUNIOR / BLUE JACKET SAILOR OF THE QUARTER / YEAR EVALUATION (Circle one)										
Rate/Name of Board Member	CANDIDATES NAME									
	1	2	3	4	5	6	7	8	9	10
<b>Points assigned: (Two scales used)</b> 0 (none) thru 5 (outstanding) 0 (none) thru 10 (outstanding)										
<b>* Received for performance during nomination period (Quarter/Year).</b>										
<b>Military Bearing and PFA: (Max 5)</b> Conduct/Demeanor, appearance, PFA. Mbrs disqualified if out of PFA (PRT/BF) standards!										
<b>Warfare Qualification: (Max 5)</b> 25%-1, 50%-2, 75%-3, Awaiting BD-4, Qual'd-5										
<b>College/Non-Rate Corres. Courses: (Max 5) *</b> Completed 1-1pt, 2-3 pts, 3-4 pts, 4 or more = 5 pts										
<b>Qualifications: (Max 10)</b> None-0/Meets required quals-5/Has quals above what is required-10										
<b>Job Proficiency/Skill: (Max 10) *</b> Professional knowledge and quality of work										
<b>Job Accomplishment and Initiative: (Max 10) *</b> Completion of task and motivation Reliability, responsibility, degree of devotion to duty.										
<b>Leadership/Management: (Max 10) *</b> Subordinate direction and counseling, work relations, equipment and material management										
<b>Command Involvement: (Max 10) *</b> Coordinators, asst - MWR, ESO, PFA, CCC, CFC, VITA, Ship Coach, Navy Relief, etc.										
<b>Community Involvement: (Max 5) *</b> Boy/Girl Scout Leader, School or Community coach, Active PTA (not just a member), School teacher helper, Big brother/Sister, COMREL projects, Clean-ups, etc.										
<b>TOTAL POINTS</b>										
<b>Rank 1, 2, 3, etc based on total points (break all ties)</b>										